

April 24, 2006

TO: Chief School Administrator
Charter School Lead Person

FROM: Anne Corwell, Director
Office of Grants Management

SUBJECT: 2007 NCLB Application – Planning Information

The New Jersey Department of Education (NJDOE) has begun the preparation process for the Fiscal Year (FY) 2007 *No Child Left Behind* (NCLB) Consolidated Formula Subgrant application and allocations. As you will note, the time frame for the onset of this process is occurring earlier than in previous years to better accommodate the planning needs of districts and schools.

The Office of Grants Management (OGM) anticipates the release of the FY 2007 NCLB allocation notices to occur sometime during mid-May. Although this process will be similar to last year's, there are several items to note.

We anticipate the FY 2007 NCLB consolidated application will be fully electronic. A separate parallel paper application will no longer be required, as all necessary information contained in this document will be captured through the Entitlement Web-Enabled Grant (EWEG) system. The steps to accessing the EWEG system remain the same – districts access the system through the New Jersey Homeroom Page at <http://homeroom.state.nj.us/>. Completed applications must be submitted as follows:

- The application, including information previously obtained through the parallel application, will be submitted online through EWEG.
- Copies of the signed Affirmation of Consultation forms and Nonpublic School Participation Refusal forms will be submitted only to the Office of Grants Management Application Control Center as specified in the NCLB Reference Manual.

In an effort to assist districts in developing well considered implementation plans, which support the Consolidated Formula Subgrant, program specific planning information is attached. This information should be taken into consideration as districts begin to plan for the implementation of the NCLB provisions, as well as the efficient management and timely expenditures of these federal appropriations. Updated NCLB Budget Detail Excel worksheets, needs assessment and planning forms, draft Title I Unified Plan, nonpublic school documentation forms and other pertinent worksheets and planning documents are now available on the NJDOE website at <http://www.nj.gov/njded/grants/entitlement/nclb/>. The FY 2007 NCLB Reference Manual will be available in May. Please note that an updated FY 2006 NCLB Reference Manual is currently available at this website.

Training sessions for the FY 2007 NCLB consolidated application will be conducted on a regional basis from May 22 through June 16, 2006. Additional information regarding specific training dates and the FY 2007 application will be provided at a later date.

Given these tight fiscal times, the NJDOE congratulates you on your ongoing work to effectively coordinate NCLB programs with other federal and state programs as you strive to improve the learning and achievement of all New Jersey students.

Thank you for your continued cooperation as we work collectively to develop the FY 2007 NCLB application.

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Attachment

c: Lucille E. Davy

Isaac Bryant

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NCLB Directors

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NCLB Advisory Council

LEE Group

Garden State Coalition

New Jersey Public Charter Schools Association

Advisory Committee for Nonpublic Schools

Andrea Sunderville

New Jersey Department of Education
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Budget Planning Information:

For budgeting purposes, calculations should be based on the following percentages of the district's FY 2006 allocation:

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|------------------------|---|
| • Title I | 85% (Newly ineligible districts have been notified) |
| • Title II-A | 85% |
| • Title II-D | 24% |
| • Title III | 85% |
| • Title III, Immigrant | 85% |
| • Title IV | 75% |
| • Title V | 45% |

Program Planning Information Specific to Individual Titles:

Title I –

- Set the agenda for the planning committees.
- Complete the Needs Assessment for the district and schools.
- Create the design for the Program Plan.
- Institute the collection of student data. Collection of data for the Needs Assessment may include the following: conducting surveys or focus groups, analyzing performance and observation data, and convening discussion groups, etc. When completing the Needs Assessment and selection of Priority Problems, gather disaggregated assessment data and AYP, as applicable.
- Begin setting targets and identifying methods to measure progress.
- Schedule and conduct consultations with all nonpublic schools, local Neglected & Delinquent facilities, and other appropriate stakeholders.
- Develop and mail the various parental notifications prior to the beginning of the school year, as appropriate (e.g., notification of school in need of improvement status, school choice, supplemental educational services).
- Initiate preparation of the Title I Unified Plan, including the restructuring plan, if applicable, for each district, Title I school in need of improvement, and/or school operating a Title I schoolwide program. All schools operating a schoolwide program are required to complete an annual plan.
- View The Title I Program Manager's Training module with specific information on the responsibilities of managing the Title I grant at <http://www.nj.gov/njded/titleI/tech/managers>.

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- Develop and distribute an Annual Parental Notification Regarding Highly Qualified Teacher (HQT) Requirements.
 - At the beginning of the school year, a letter must be sent to all parents informing them of their right to inquire whether or not a highly qualified teacher instructs their child. [A sample letter can be found on page 43 of the HQT Manual, *The Model for Identifying Highly Qualified Teachers*. This manual can be accessed at the following website: <http://www.nj.gov/njded/profdev/hqt/house.pdf>.
 - After four consecutive weeks, parents of students must be notified if a highly qualified teacher, including a substitute teacher, is not instructing their children. [A sample letter can be found on page 46 of the HQT Manual referenced above].

A draft of the Title I Unified Plan is available with the needs assessment and program planning forms on the NJDOE website at <http://www.nj.gov/njded/grants/entitlement/nclb/>. The most current version of the NCLB Reference Manual is available on the NJDOE website. Nonpublic school documentation forms, updated income eligibility guidelines and sample letters and surveys may be found on the NJDOE website at <http://www.nj.gov/njded/grants/entitlement/nclb/>.

Title II-D –

- Assess the professional development needs of all staff regarding the level of educational technology implementation in the classroom.
- Assess the professional development needs of school principals regarding their technology literacy skills.
- Schedule and conduct consultations with all nonpublic schools.
- Begin exploring the options to collect student data on technological proficiency as related to the 8.1 Computer and Information Literacy Standards.
- *Please Note:* Further technical assistance will be provided to school districts to answer questions and provide resources to assist with the integration of technology into the curriculum.

Title III –

Beginning in the 2006-2007 school year, all districts will be required to administer the ACCESS for ELLs language proficiency test to their limited English proficient students. A district may use the Title III funds to defray the cost of this assessment above and beyond the amount normally spent on language proficiency tests (e.g., the IPT, the LAS or MACII). If a district plans to use Title III funds to pay for ACCESS for ELLs, these funds must be reflected in the district's Title III budget. The cost of the assessment is expected to remain constant: \$21.00 per pupil **plus** a 2.5% handling fee (\$25.00 minimum, \$100.00 maximum).

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Guidelines for Establishing a Title III Consortium

The US Department of Education has recently provided guidance regarding Title III consortia and the responsibilities of the district members of such consortia. The major provisions of this guidance are as follows:

- 1) Districts that enter into a consortium must develop a Memorandum of Understanding (sample to be provided on the NJDOE website in May) or alternative arrangement that outlines how the consortium will meet Title III requirements, including:
 - Title III Annual Measurable Achievement Objectives (AMAOs);
 - parental notification to parents of participating LEP students; and
 - participation in an improvement plan if the consortium as a whole, or individual LEAs within the consortium, fail to meet Title III AMAOs for two consecutive years.
- 2) The fiscal agent is responsible for ensuring that consortium members fulfill their fiscal and programmatic responsibilities as subgrantees under Title III.
- 3) Beginning in the 2006-07 school year AMAOs will be calculated and reported as follows:
 - The consortium will function as one unit for determining the rate of students' progress in learning English and attaining proficiency (exiting programs);
 - Each individual district will be measured for meeting annual yearly progress (AYP) for the LEP subgroup and will be reported separately;
 - When any district in the consortium fails to meet AYP for the LEP subgroup, that district will be responsible for notifying parents, and developing an improvement plan if necessary. When the consortium fails to meet the progress or proficiency objective, the consortium may respond as a unit or as individual districts. This determination must be outlined in the memorandum of understanding.

Title IV

To effectively plan for achievement of the purposes of Title IV, Part A and to fulfill the requirements under the Principles of Effectiveness, the following activities *currently* should be taking place in preparation for the allocation notice and receipt of the NCLB application. Technical

assistance in fulfilling the Title IV, Part A requirements identified below, as well as all other Title IV, Part A requirements, is available from the NJDOE-funded initiative titled the Rutgers Safe and Drug-Free Schools and Communities Project by calling (732) 445-6173 or by e-mailing blerman@rci.rutgers.edu.

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- Consultation – *Ongoing* consultation is required with parents, as well as school and community representatives and organizations with relevant and demonstrated expertise in drug and violence prevention activities, in addition to consultation with these representatives in the development of the application. This includes consultation with nonpublic schools that will receive services under Title IV-A. Parents also are required to be involved in the ongoing administration of the funded programs.
- Conduct and Analyze the Needs Assessment – The LEA is required to conduct *ongoing* local assessment or evaluation activities designed to assess objective data on the incidence of violence and illegal alcohol, tobacco and other drug (ATOD) use in the public and nonpublic schools to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal ATOD use, delinquency and serious discipline problems among the students who attend the schools served. The assessment also must include an analysis of data on the prevalence of risk factors, including high or increasing rates of child abuse and domestic violence, protective factors or other variables in schools and communities that have been identified through scientifically-based research.
- Program Evaluation – All programs, services and activities must undergo a *periodic* evaluation to assess their progress toward reducing violence and illegal ATOD use based on the established performance measures. The results must be used to refine, improve and strengthen the programs, services and activities and to refine the performance measures.
- Identify Performance Measures – Based on the findings from the Needs Assessment and Program Evaluation, identify priority problems and refined or new performance measurements to reduce the problem or improve the conditions contributing to the problems.
- Identify Scientifically Based Programs – Examine and select programs, services or activities to address the priority problems and achieve the performance measures. A list of the eligible, evidence-based programs can be found at the following website: <http://www.colorado.edu/cspv/blueprints/matrix/overview.html>. The website also has a search engine to help match local needs with programs.

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Consultation with Nonpublic School Officials:

LEAs are required to conduct timely and meaningful consultations with nonpublic school officials regarding the development of the *NCLB* application ***BEFORE*** any decision is made that could affect the ability of the nonpublic school students, teachers, and other educational personnel to receive benefits under *NCLB* and to provide equitable services to teachers and students in nonpublic schools choosing to participate in these programs. The LEA must contact in writing all nonpublic schools listed on the LEA allocation notice to invite them to a consultation meeting. This consultation meeting must include discussions on areas such as:

- The way in which the needs of the students and teachers will be identified;
- The type of services to be offered;
- How, where, and by whom the services will be provided;
- A thorough analysis of third-party providers;
- The way in which services will be assessed and the evaluation of results will be used to improve services;
- The amount of funds available for services;
- The size and scope of the services to be provided; and
- How and when decisions about the delivery of services will be made.

Please see the updated FY 2006 NCLB Reference Manual, Section V: Nonpublic Schools, for additional information. Nonpublic school documentation forms, updated income eligibility guidelines and sample letters and surveys may be found on the NJDOE website at <http://www.nj.gov/njded/grants/entitlement/nclb/>.